

TUCKAHOE LOCAL HUMAN RIGHTS COMMITTEE

**Tuckahoe Public Library
1901 Starling Drive
Henrico, VA 23229**

Quarterly Meeting Minutes June 5th, 2012

- I.** The meeting was called to order at 4:07 PM by Kia Symonds, Vice Chair
- II. Introduction of new LHRC Member:** William Surber and John Vannoy
- III. Introductions:** All persons who were present stated their name and the program or interest which they were representing. The following is a roster of the Committee Members and Affiliates who were present for the June 5, 2012 meeting.
 - a. Committee Members Present:**
 - Monica Lucas – Chairperson
 - Kia Symonds – Vice Chair
 - Corrinthia Morris – Secretary
 - Norma Draper – Committee Member
 - John Redd – Committee Member
 - William Surber- Committee Member
 - John Vannoy- Committee Member
 - b. Committee Members Absent**
 - Stephen Dawe – Committee Member
 - c. Advocate Present:**
 - Michael Curseen – Human Rights Regional Advocate
 - d. Affiliate Members Present:**
 - 1. Alliant Human Services – Terrance Jones
 - 2. Associates in Counseling & Therapeutic Services – Delores Smith
 - 3. Blue Ridge Residential – Catherine St. Ours
 - 4. Daily Grace Adult Day Program – Sharon Taha & Angela Holden
 - 5. EMS Intensive In-Home Services – Jennapher Turner
 - 6. Family and Adolescent Services – Cynthia Woodson
 - 7. Family & Community Support Systems, LLC – Julia Griffith
 - 8. Greater Unity Adult Day Services – Sterling Burton, Eugene Thomas
 - 9. GROWN Program/I.L. Solutions – Latroyal Smith
 - 10. Hamlet House Youth Services – Gwen Ingram
 - 11. H.O.P.E., Inc. – Charita Watkins
 - 12. Hope First, LLC - **Absent**
 - 13. H.Y.P.E Youth Services – N. Madison
 - 14. Miracles Behavioral Health Center – **Absent**

15. OLA Home for Boys – Keshia Burden, Robyn Fuller, Keith Brooks
OLA Family Services – Robyn Fuller
16. Renaissance Residential Services, LLC – Guirlande Simerville
17. RISEUP, LLC – Denise Turner, Juan Wilson
18. Southern Virginia Regional Medical Center – David Mulkey for Debra Hewitt
19. TIME Family Services, LLC – **Absent**
20. The Trimble Agency, LLC – Nichole Trimble
21. Williamsville Wellness, LLC – Sandra Rasmussen

IV. Public Comment: Monica Lucas reported that the Special Olympics are being held at the University of Richmond this upcoming weekend. Also, Duct Tape Love – Monica Lucas communicated about an organization to support www.ducttapelove.net. Next meeting will be held September 11th, 2012, the second Tuesday of the month.

- V. Review/Approval of March 6, 2012 Meeting Minutes:** The March 6, 2012 meeting minutes were reviewed in which the following amendments were requested.
- a. Regional Advocate Mr. Curseen requested that his email be changed to the correct address of michael.curseen@dbhds.virginia.gov.

Action: The meeting minutes from the March 6th, 2012 meeting were approved with the revisions noted above.

VI. Advocate's Report:

- a. Mr. Curseen conducted an Annual training for the LHRC Committee members on the Freedom of Information Act, including handouts and reviewing literature.
- b. Memo for LHRC provider expectations concerning attendance requirements and regarding submission of written documentation.
- c. A Meeting Dates and Reporting Months Handout was provided. Ms. Lucas reviewed the appropriate dates to include in each quarter and report submission dates.

VII. Treasurer's Report:

- a. Cynthia Woodson, of Family & Adolescent Services provided the financial report for Tuckahoe LHRC and a hand out of the financial report was distributed.
 - Reporting Periods: March 1, 2012 – May 31st, 2012
 1. Beginning Balance - \$2,031.11
 2. Expenditures – Expenditures – check #1021 (3/9/12) Catherine – postage/printing \$71.54; Check 1020 (3/13/12) Refreshment Reimbursement \$76.57
 3. Total Funds Available - \$2,083.00
 4. Check #1019 has not cleared for \$56.73. True balance is \$2,026.27
 5. Bring checks to the meeting instead of using the P.O. Box.

VIII. Old Business:

- A. LHRC Follow-up RE: Associates in Counseling & Therapeutic Services** – Review of corrective action plan addressing reported licensing deficiencies and update of upcoming licensure re-evaluation and revision to the behavior management plan. **(APPROVED)**

B. LHRC Follow-up RE: Annual Reports Submission 2011

Miracles Behavioral Health Center – missing Annual Report 2011

Time Family Services, LLC – missing Annual Report 2011

Action: The 2011 Annual Reports were not submitted by Miracles Behavioral Health Center, and Time Family Services, LLC. Neither provider had representation at this LHRC meeting. The Tuckahoe LHRC approved a motion to recommend citations to the Office of Licensing for Miracles Behavioral Health Center, and Time Family Services, LLC.

C. LHRC Follow-Up – Revisions to quarterly report for reporting period 8/20/2011 - 9/30/2011 for the following providers.

1. Family and Community Support Systems: Question 1 needs to be addressed. **(Accepted)**
2. GROWN Program/I.L. Solutions: Question 1 needs to be addressed. **(Accepted)**
3. Hamlet House Youth Services: Questions 1 and 4 needs to be addressed. **(Accepted)**
4. Renaissance Residential Services, LLC: Quarter needs to be indicated for reporting period. **(Accepted)**

D. LHRC Follow-Up – Revisions to quarterly report for reporting period 10/1/11 – 12/31/2011 for the following providers.

1. **Alliant Human Services**: Provider needs to address question 1 to explain the procedures utilized to ensure that staff are able to identify, report and document allegations of abuse, neglect and complaints. Provider also needs to address question 4 to explain the proactive steps being taken to ensure compliance with the code-mandated LHRC membership requirements. **(Accepted)**
2. **Associates in Counseling & Therapeutic Services**: Provider needs to address question 1 to explain the procedures utilized to ensure that staff are able to identify, report and document allegations of abuse, neglect and complaints. **(Accepted)**
3. **Family & Community Support Systems LLC**: Provider needs to address question 4 to explain the proactive steps being taken to ensure compliance with the code-mandated LHRC membership requirements. **(Accepted)**
4. **Greater Unity**: Provider needs to address question 1 to explain the procedures utilized to ensure that staff are able to identify, report and document allegations of abuse,

neglect and complaints. Provider also needs to address question 4 to explain the proactive steps being taken to ensure compliance with the code-mandated LHRC membership requirements. **(Accepted)**

5. **GROWN Program/IL Solutions:** Provider needs to address question 1 to explain the procedures utilized to ensure that staff are able to identify, report and document allegations of abuse, neglect and complaints. Provider also needs to address question 4 to explain the proactive steps being taken to ensure compliance with the code-mandated LHRC membership requirements. **(Accepted)**
6. **Hamlet House Youth Services:** 4th quarter report not received. Needs to be submitted. **(Accepted)**
7. **Miracles Behavioral Health Services:** (Absent) 4th quarter 2011 report not received. Needs to be submitted. **(Recommendation for citation to Office of Licensing)**
8. **OLA Home For Boys:** Provider needs to address question 4 to explain the proactive steps being taken to ensure compliance with the code-mandated LHRC membership requirements. **(Recommendation for citation to Office of Licensing)**
9. **Renaissance Residential Services:** Allegation/Incident 12/13/11 wasn't included in report. Need to resubmit report with details of incident and corrective action plan. Provider also needs to address question 1 to explain the procedures utilized to ensure that staff are able to identify, report and document allegations of abuse, neglect and complaints. **(Accepted)**
10. **Southern VA Regional Center:** Provider needs to address question 1 to explain the procedures utilized to ensure that staff are able to identify report and document allegations of abuse, neglect and complaints. **(Accepted)**
11. **TIME Family Services, LLC:** (Absent) 4th quarter report not received. Needs to be submitted. **(Recommendation for citation to Office of Licensing)**

Action: The Tuckahoe LHRC approved the revisions to quarterly report for reporting period 10/1/11 – 12/31/2011 with the following exception. The Tuckahoe LHRC recommended citations to the Office of Licensing for failure to submit the requested follow-up revisions to the 2011 Quarterly Report as indicated above for the following providers: Miracles Behavioral Health Services; OLA Home For Boys and TIME Family Services, LLC.

IX. New Business:

- b. **Request for Affiliation (Program Expansion) – Alliant Human Services:**
 - Mr. James Wallace requested affiliation for the provision of Crisis Stabilization Residential Center on 2634 Hussey Lane in Richmond, VA. The services will only be provided by QMHPs. TOVA restraint techniques will be used as part of their behavioral plan. The program expansion was approved by the committee.

- c. **Request for Affiliation: Daily Grace:**
 - Details for the provision of Mental Health Support Services were presented. Following a brief question and answer period the committee approved the program for affiliation.
- c. **LHRC Membership Reappointment: Ms. Corrinthia Morris**
Action: The LHRC approved a motion to recommend Ms. Morris for reappointment to the Tuckahoe LHRC.
- d. **Policies & Procedures Review:**
 - **HYPE Youth Services:** All corrections were completed on their human rights policy submitted. Provider completed necessary corrections and the human rights policy and procedures were approved.
 - **Hope First, LLC:** Provider did not submit requested human rights policies and procedures. Provider did not attend LHRC meeting.
Action: The LHRC approved a motion to recommend a citation to the Office of Licensing for failure to submit documentation requested by the LHRC.
- e. **Revision of Meeting Dates and Reporting Months Schedule for 2012:**
 - Meeting dates have been revised (see sheet; meeting date, reporting period, due date)
 1. Meeting – June 5th 2012 (Reporting Period: Jan 1-Mar. 31, 2012)(Reports Due: May 18, 2012)
 2. Meeting – September 11th 2012 (Reporting Period: Apr. 1-June 30, 2012)(Reports Due: Aug. 31, 2012)
 3. Meeting – December 4th 2012 (Reporting Period: July 1-Sept. 30, 2012) (Report Due: Nov. 16th 2012)
- f. **Request for Affiliation (Program Expansion) – Blue Ridge Residential Services:**
 - Catherine St. Ours requested affiliation for the provision of residential services at 12111 Auger Lane, Midlothian, VA, and 2326 South Kenmore Rd. Richmond, VA 23225. Servicing Adults 18 years and older. Policy and procedures will remain the same. Committee approved new location. 1 site is being discontinued, which the location is Skirmish Run Road, Richmond, VA.
- g. **Election of LHRC Officers**
The LHRC approved a motion to election the following officers:
Chair: Ms. Monica Lucas;
Vice-Chair: Ms. Kia Symonds;
Secretary: Ms. Corrinthia Morris.

X. Quarterly Report for period: Jan. 1, 2012 – March 31, 2012

- a. **Alliant Human Services: Report received**
- b. **Associates in Counseling & Therapeutic Services: Report received**
- c. **Blue Ridge Residential Services:** One Complaint for physical abuse and breach of confidentiality. Investigation started in November 2011. Conducted investigation and no findings to support allegations. Clarification for question 1 provided. **Report received.**

- d. **Daily Grace Adult Program: Report received.**
- e. **EMS Intensive In-Home Services:** LHRC Liaison listed is incorrect. **Report received**
- f. **Family & Adolescent Services:** Clarification for question 1 provided. **Report received**
- g. **Family & Community Support Systems LLC:** LHRC Liaison listed is incorrect. **Report received.**
- h. **Greater Unity:** Clarification for question 1 provided. Question 4 lists incorrect e-mail address for Regional Advocate. **Report received.**
- i. **GROWN Program/IL Solutions:** Clarification for question 4 provided. **Report received.**
- j. **Hamlet House Youth Services:** Missing Provider Liaison; missing licensing specialist. Clarification for question 1 provided. **Report received.**
- k. **Hope Inc.: (IHH)** Reported use of physical restraint via Crisis Wave. (MHSS) **Reports received.**
- l. **HOPE First, LLC:** *Absent. Did not submit 4th quarter report.*
- m. **HYPE Youth Services: Report received.**
- n. **Miracles Behavioral Health Services:** *Absent. Did not submit 4th quarter report.*
- o. **OLA Home For Boys:** LHRC Liaison listed is incorrect. **Report received;** **OLA Family Services –** LHRC Liaison listed is incorrect. **Report received.**
- p. **Renaissance Residential Services:** Information listed on page 1 under Abuse/Neglect should be moved to page 3 under question 2 concerning information about changes to DBHDS licensing status, citations, service additions and closures. **Report received.**
- q. **RISE UP, LLC: Report received.**
- r. **Southern VA Regional Center: Report received.**
- s. **TIME Family Services, LLC:** *Absent. Did not submit 4th quarter report.*
- t. **The Trimble Agency, LLC: Report received.**
- u. **Williamsville Wellness LLC: Report received.**

Action: The Tuckahoe LHRC approved a motion to accept the quarterly reports for the 1st quarter 2012 with following exceptions. The Tuckahoe LHRC recommended citations to the Office of Licensing for failure to submit the Quarterly Report for the 1st quarter for reporting period 1/1/12 – 3/31/12 for the following providers: HOPE First, LLC; Miracles Behavioral Health Services and TIME Family Services.

Action: The Tuckahoe LHRC recommended citations to the Office of Licensing for the following providers for failure to attend the June 5, 2012 LHRC meeting: HOPE First, LLC; Miracles Behavioral Health Services and TIME Family Services.

XI. Secretary's Report: Corrinthia Morris, the Committee's Secretary asked that the designated provider for setting up the meeting room be at the meetings by 3PM so as not to interfere with the 3:30 meeting start time. Next meeting will be at North Park Library on September 11, 2012.

XII. Special Presentation: The Tuckahoe LHRC recognized Ms. Norma Draper for serving 2 LHRC terms for a total of six years of service. Ms. Draper was presented with a plaque from the DBHDS in recognition of her service and providers presented Ms. Draper with a decorated cake.

XIII. Next Meeting Schedule Date: September 11, 2012

Refreshment: Williamsville Wellness

Set Up: Trimble Agency

Break Down: Alliant Services

Minutes: Family and Community Support Systems

XIV. Meeting Adjournment:

The regular meeting adjourned at 5:56 PM

XV. Executive Session:

Blue Ridge Residential Services – Review of Medical/Protective Restraints